



DATE: JULY 25, 2016  
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SUPERVISOR III  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
MARTINSBURG REGIONAL OFFICE  
BERKELEY

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION SUPERVISE EMPLOYEES AND ACTIVITIES SUCH AS TRAINING, NEW EMPLOYEE ORIENTATION, ASSIGN DUTIES, EVALUATE JOB PERFORMANCE, AND APPROVE USE OF LEAVE. PREPARE DAILY LABOR REPORTS, ENTER REPORTS IN THE COMPUTER, AND PROCESS SPECIFIC PAYROLL TRANSACTIONS. CONDUCT INTERVIEWS AND MAKE HIRING RECOMMENDATIONS. RECONCILE DAILY FINANCIAL TRANSACTIONS AND PREPARE REPORTS. PERFORM RELATED DUTIES AS NECESSARY. MUST POSSESS A VALID DRIVERS LICENSE. APPLICANTS ARE SUBJECT TO BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.  
SUBSTITUTION: ADDITIONAL EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING ON A YEAR-FOR-YEAR BASIS.  
EXPERIENCE: FOUR YEARS FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN THE AREA OF ASSIGNMENT, TWO YEARS OF WHICH MUST HAVE BEEN IN AN ADMINISTRATIVE OR SUPERVISORY CAPACITY.  
SUBSTITUTION: SUCCESSFULLY COMPLETED GRADUATE STUDY IN THE AREA OF ASSIGNMENT FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED ON A YEAR-FOR-YEAR BASIS, NOT TO INCLUDE THE TWO YEARS OF SUPERVISORY CAPACITY.

SALARY: PAY GRADE 013 \$27,732.00 - \$51,312.00

DEADLINE: AUGUST 03, 2016

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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:  
LINDA ELLIS  
DIV OF MOTOR VEHICLES  
5707 MACCORKLE AVENUE, SE  
SUITE 200  
CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DT1700001 ON APPLICATION

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CUSTOMER SERVICE REPRESENTATIVE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
CALL CENTER SERVICES  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION ASSIST CUSTOMERS BY TELEPHONE BY ANSWERING QUESTIONS AND PROVIDING INFORMATION CONCERNING SERVICES PROVIDED BY THE WV DIVISION OF MOTOR VEHICLES, EXPLAIN FORMS, FEES, TAXES AND ANY OTHER CHARGES. MAIL FORMS BOOKS, AND PAMPHLETS TO CUSTOMERS UPON REQUEST PROVIDE INFORMATION ABOUT RELATED LAWS POLICIES AND PROCEDURES. ENTER DATA INTO COMPUTER TO ACCESS PRIOR INFORMATION AND UPDATE RECORDS. COMPOSE AND SEND EMAILS TO REGIONAL OFFICES AND OTHER DEPARTMENTS IN ORDER TO FACILITATE CUSTOMER INTERACTION. MAINTAIN LOGS. PERFORM RELATED DUTIES AS NEEDED. APPLICANTS ARE SUBJECT TO A BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM STANDARD HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BOOKKEEPING, CASHIERING OR RELATED PUBLIC CONTACT WORK.  
SUBSTITUTION: SUCCESSFUL FULL-TIME STUDY IN AN ACCREDITED COLLEGE OR UNIVERSITY, OR RESIDENT BUSINESS OR VOCATIONAL SCHOOL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED EXPERIENCE.  
SPECIAL REQUIREMENT: MUST BE ELIGIBLE FOR BONDING.

SALARY: PAY GRADE 007 \$20,472.00 - \$37,884.00

DEADLINE: AUGUST 03, 2016

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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:  
AMANDA FORINASH  
CALL CENTER SERVICES, MANAGER  
WV DIVISION OF MOTOR VEHICLES  
5707 MACCORKLE AVE., SE SUITE 200  
CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DT1700002 ON APPLICATION

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CUSTOMER SERVICE REPRESENTATIVE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
MARTINSBURG REGIONAL OFFICE  
BERKELEY

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, PERFORMS PUBLIC CONTACT WORK INVOLVING THE PROCESSING, RECORDING, AND ISSUANCE OF DRIVERS' LICENSES, VEHICLE REGISTRATIONS, VEHICLE TITLES, AND RELATED DOCUMENTS. EXPLAIN FORMS, FEES, TAXES, AND OTHER CHARGES. COMMUNICATE TO CUSTOMERS KNOWLEDGE AND INTERPRETATION OF MOTOR VEHICLE LAW, POLICY, AND PROCEDURE. PERFORM CASHIER TRANSACTIONS. ADMINISTER LEARNERS PERMIT, MOTORCYCLE, OPERATORS, COMMERCIAL DRIVERS, AND VISION TESTS. TAKE PHOTOGRAPHS. REGISTER VOTERS. CONDUCT DRIVER CLINIC INTERVIEWS. REFERS COMPLEX, UNUSUAL, OR HOSTILE SITUATIONS TO MANAGEMENT STAFF. PERFORM RELATED DUTIES AS NEEDED. A VALID DRIVER'S LICENSE IS REQUIRED. APPLICANTS SUBJECT TO FINGERPRINTING AND BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM STANDARD HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BOOKKEEPING, CASHIERING OR RELATED PUBLIC CONTACT WORK.  
SUBSTITUTION: SUCCESSFUL FULL-TIME STUDY IN AN ACCREDITED COLLEGE OR UNIVERSITY, OR RESIDENT BUSINESS OR VOCATIONAL SCHOOL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED EXPERIENCE.  
SPECIAL REQUIREMENT: MUST BE ELIGIBLE FOR BONDING.

SALARY: PAY GRADE 007 \$20,472.00 - \$37,884.00

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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:  
LINDA ELLIS  
DIV OF MOTOR VEHICLES  
5707 MACCORKLE AVENUE, SE  
SUITE 200  
CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DT1700003 ON APPLICATION

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TRANSPORTATION SERVICES MANAGER III  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
RIGHT-OF-WAY DIVISION  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRSVMG3-UNDER ADMINISTRATIVE DIRECTION, ACTS AS ASSISTANT DIRECTOR OF THE RIGHT OF WAY DIVISION. PERSON WILL REPORT DIRECTLY TO THE DIRECTOR AND ACT UPON THEIR BEHALF IN THEIR ABSENCE. MUST HAVE AT LEAST TEN YEARS OF EXPERIENCE AND KNOWLEDGE IN ALL ASPECTS OF RIGHT OF WAY. MUST HAVE KNOWLEDGE IN ACQUISITION, NEGOTIATION, APPRAISAL, PROPERTY MANAGEMENT, REPLACEMENT HOUSING, STATE AND FEDERAL LAWS AND RULES AND REGULATIONS AS APPLIED TO REAL ESTATE/RIGHT OF WAY ACTIVITIES. ABILITY TO PREPARE PROCEDURAL GUIDELINES FOR USE IN THE FIELD AND COMMUNICATE EFFECTIVELY ORALLY AND IN WRITING, DEVELOP NEW PROCEDURES AND IMPROVEMENTS AND MONITOR UNIT ACTIVITIES TO ENSURE COMPLIANCE WITH STATE AND FEDERAL REGULATIONS. ABILITY TO SUPERVISE PROFESSIONAL PERSONNEL. PERFORM RELATED WORK AS REQUIRED. WHILE THE HEADQUARTERS WILL BE CENTRAL OFFICE, THE INDIVIDUAL WILL BE EXPECTED TO TRAVEL STATEWIDE, THEREFORE A VALID DRIVER'S LICENSE IS REQUIRED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY IN THE APPLIED, PHYSICAL OR NATURAL SCIENCES, TRANSPORTATION, URBAN OR REGIONAL PLANNING, BUSINESS ADMINISTRATION, OR PUBLIC ADMINISTRATION OR CERTIFICATION AS A TRANSPORTATION ENGINEERING TECHNICIAN - SENIOR (TRET SR) BY THE WEST VIRGINIA TRANSPORTATION ENGINEERING TECHNICIAN CERTIFICATION BOARD. SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW MAY SUBSTITUTE FOR THE REQUIRED TRAINING ON A YEAR FOR YEAR BASIS. EXPERIENCE: EIGHT YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID ADMINISTRATIVE

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OR SUPERVISORY EXPERIENCE IN THE AREA  
OF ASSIGNMENT.

SPECIAL REQUIREMENTS: A VALID WEST VIRGINIA  
DRIVER'S LICENSE MAY BE REQUIRED.

FOR THE AREA OF LEGAL/ADMINISTRATIVE HEARINGS,  
ADMISSION TO THE PRACTICE OF LAW IN THE STATE  
OF WEST VIRGINIA IS REQUIRED AND SUBSTITUTES FOR  
THE REQUIRED TRAINING AND EXPERIENCE. IN ADDITION,  
TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME  
PAID EXPERIENCE IS REQUIRED IN THE AREA OF  
ASSIGNMENT AND THREE YEARS OF FULL-TIME OR  
EQUIVALENT PART-TIME PAID EXPERIENCE IN A  
GENERAL ADMINISTRATIVE OR SUPERVISORY CAPACITY.

SALARY: PAY GRADE 019 \$39,372.00 - \$72,840.00

DEADLINE: AUGUST 03, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
ERIC B. HUDNALL  
WVDOH - RIGHT OF WAY DIVISION ACTING DIRECTOR  
CAPITOL COMPLEX  
BLDG 5, ROOM A-618  
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER DT1601200 ON APPLICATION

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BRIDGE SAFETY INSPECTOR IV  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MAINTENANCE DIVISION  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: BRSFN4 - UNDER LIMITED SUPERVISION APPLICANT WILL WORK IN BRIDGE EVALUATION SECTION AS BRIDGE SAFETY INSPECTION TEAM MEMBER PERFORMING QA/QC INSPECTIONS AND REVIEWS AND NBIS BRIDGE INSPECTIONS ON-THE-JOB EXPERIENCE AND COMPLETION OF A FHWA APPROVED TWO WEEK TRAINING COURSE IS PREFERRED; TECHNICAL ACCESS IS PREFERRED; FREQUENT FIELD WORK AND OVERNIGHT TRAVEL IS REQUIRED. PREFERENCE IN APPOINTMENT MAY BE GIVEN TO APPLICANTS WITH (1) SUCCESSFUL COMPLETION COURSE IN ALGEBRA, PLANE GEOMETRY, DRAFTING, OR MECHANICAL DRAWING OR (2) CERTIFICATION AS A TECHNICIAN-IN-TRAINING-BRIDGE BY THE NATIONAL INSTITUTE FOR CERTIFICATION IN ENGINEERING TECHNOLOGIES (NICET).

REQUIREMENTS: TRAINING: EDUCATION EQUIVALENT TO GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL.  
EXPERIENCE: TEN YEARS OF FULL-TIME EXPERIENCE OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN BRIDGE SAFETY INSPECTION OR BRIDGE SAFETY INSPECTION REPORT REVIEW.  
SUBSTITUTION: AN ASSOCIATE DEGREE IN ENGINEERING FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED FOR 1 (ONE) YEAR OF EXPERIENCE.  
SPECIAL REQUIREMENTS: SUCCESSFUL COMPLETION OF A TRAINING COURSE BASED ON THE FEDERAL HIGHWAY ADMINISTRATION'S "BRIDGE INSPECTOR'S TRAINING MANUAL" AND A SATISFACTORY SCORE ON THE DIVISION OF HIGHWAYS "BRIDGE INSPECTOR'S CERTIFICATION TEST" IS REQUIRED. POSSESSION OF A VALID DRIVER'S LICENSE.  
NOTE: CERTIFICATION AS A TRANSPORTATION ENGINEERING TECHNICIAN-SENIOR BY THE TRANSPORTATION ENGINEERING TECHNICIAN CERTIFICATION PROGRAM

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MAY BE GIVEN PREFERENCE FOR PROMOTIONAL PURPOSES.  
PROMOTIONAL ONLY: THREE YEARS OF FULL-TIME OR  
EQUIVALENT PART-TIME PAID EXPERIENCE AS A BRIDGE  
SAFETY INSPECTOR 3.

SALARY: PAY GRADE 017 \$35,028.00 - \$64,812.00

DEADLINE: AUGUST 03, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
W. KYLE STOLLINGS  
WVDOH - MAINTENANCE DIVISION  
CAPITOL COMPLEX  
BLDG 5, ROOM A-350  
CHARLESTON, WV 25305

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STOREKEEPER II  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT TWO  
CABELL COUNTY HEADQUARTERS  
CABELL

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: STKPR2- UNDER GENERAL SUPERVISION, AT THE FULL PERFORMANCE LEVEL, PARTICIPATES IN THE ORDERING, RECEIVING, RECORDING, STORING, AND SHIPPING OF SUPPLIES, MATERIALS, AND/OR EQUIPMENT IN THE STOCKROOM AT THE CABELL COUNTY HEADQUARTERS. MAKES PURCHASES OF SUPPLIES, PARTS, MATERIALS AND EQUIPMENT USING A STATE PURCHASING CARD, COMPLYING WITH ALL PURCHASING RULES AND REGULATIONS. KEEPS DETAILED RECORDS OF RECEIPTS, DISBURSEMENTS, AND ON-HAND INVENTORY. MONITORS INVENTORY LEVELS TO ENSURE ADEQUATE SUPPLIES AND MATERIALS ARE AVAILABLE. PARTICIPATES IN ANNUAL PHYSICAL INVENTORY AND RECONCILES DISCREPANCIES. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE AS A STOCK CLERK, OR IN A CLERICAL CAPACITY IN CONNECTION WITH LARGE-SCALE WAREHOUSE OPERATIONS, OR IN HANDLING MATERIALS.

SALARY: PAY GRADE 005 \$18,552.00 - \$34,332.00

DEADLINE: AUGUST 03, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
SCOTT EPLIN  
WVDOH - DISTRICT TWO  
801 MADISON AVE  
HUNTINGTON, WV 25704

PLEASE INCLUDE POSTING NUMBER DT1600230 ON APPLICATION

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HIGHWAY ENGINEER ASSOCIATE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT THREE  
DISTRICT 3 MAINTENANCE  
WOOD

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGAS - UNDER GENERAL SUPERVISION, PERFORMS PROFESSIONAL ENGINEERING WORK UNDER THE DIRECTION OF THE DESIGN ENGINEER. WORK IS PERFORMED WITHIN A DEFINED FRAMEWORK OF POLICY, BUT WILL INDEPENDENTLY MAKE ENGINEERING DECISIONS WITHIN THAT FRAMEWORK AND MAY MAKE OR ASSIST IN MAKING BROAD DECISIONS IN SETTING OBJECTIVES OR GOALS. EMPLOYEE WILL PROGRAM DESIGN PROJECTS, PREPARE RIGHT OF WAY AND CONSTRUCTION PLANS, PROCESS ENVIRONMENTAL PERMITS, AND PROVIDE TECHNICAL SUPPORT FOR MAINTENANCE ORGANIZATIONS. WILL GENERATE PROJECT PROPOSALS AND OTHER CONTRACT DOCUMENTS TO BE LET TO CONTRACT. WILL PERFORM FIELD WORK FOR SMALL STRUCTURES, RESURFACING AND SLIP PROJECTS, AND OTHER IMPROVEMENT PROJECTS. PERFORMS RELATED WORK AND DUTIES AS REQUIRED. POSITION REQUIRES TRAVEL OR MAY REQUIRE TRAVEL AND THEREFORE A VALID DRIVER'S LICENSE IS REQUIRED

REQUIREMENTS: TRAINING: CURRENT LICENSE AS A REGISTERED PROFESSIONAL ENGINEER IN WEST VIRGINIA.

SALARY: PAY GRADE 022 \$47,352.00 - \$87,612.00

DEADLINE: AUGUST 03, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
JAMES ROTEN  
WVDOH - DISTRICT THREE  
624 DEPOT STREET  
PARKERSBURG, WV 26101

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DT1600338

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TRANSPORTATION WORKER 4  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT THREE  
DISTRICT 3 BRIDGE DEPARTMENT  
WOOD

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW4WELD - EMPLOYEE WILL FABRICATE, WELD, CUT, AND INSTALL STRUCTURAL STEEL MEMEBERS IN THE REPAIR, RENOVATION, OR CONSTRUCTION OF BRIDGES. WILL ASSIST IN CONSTRUCTION AND MAINTENANCE OF OTHER TYPES OF BRIDGES. WILL BE REQUIRED TO CLIMB HIGH STEEL STRUCTURES TO PERFORM WELDING TASKS. WILL MAINTAIN WELDING EQUIPMENT, GAUGES, AND VALVES IN A SAFE MANNER. WILL BE EXPOSED TO HAZARDOUS WORKING CONDITIONS, HEIGHTS, INCLEMENT WEATHER AND EXTENDED PHYSICAL LABOR, POSSIBLY OVER EXTENDED OR UNUSUAL HOURS. WILL BE EXPECTED TO FULFILL THE DUTIES OF BRIDGE CRAFTS WORKER, WHEN NOT PERFORMING WELDING DUTIES. MAY BE REQUESTED TO FILL IN FOR SUPERVISOR IN THEIR ABSENCE. WILL PERFORM RELATED DUTIES AS NEEDED . CDL WILL BE REQUIRED WITHIN SIX (6) MONTHS OF EMPLOYMENT. MUST HAVE THE ABILITY AND WILLINGNESS TO APPLY AND TEST FOR SPECIALIZED LICENSES. POSITION WILL BE ASSIGNED TO THE JACKSON COUNTY BRIDGE REPAIR CREW.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.  
EXPERIENCE: SIX YEARS OF EXPERIENCE IN WELDING, BRIDGE CONSTRUCTION/REPAIR, HIGHWAY EQUIPMENT REPAIR, CORE DRILLING, OIL GAS DRILLING, THE OPERATION OF DRILLING EQUIPMENT OR AUGERS, OR HEAVY EQUIPMENT OPERATION.  
SPECIAL REQUIREMENT: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERICAL DRIVER'S LICENSE MAY BE REQUIRED AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) COMPLETION OF THE CERTIFIED MECHANIC OR DEPARTMENT OF TRANSPORTATION WELDER CERTIFICATION PROGRAM OF THE DIVISION OF HIGHWAYS; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION

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FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION  
AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN  
AIR ACT ON REFRIGERANT RECYCLING.  
PROMOTIONAL ONLY: SIX YEARS OF COMBINED  
EXPERIENCE IN BRIDGE CONSTRUCTION/REPAIR  
AND/OR WELDING AND CERTIFICATION AS A WELDER  
BY THE DIVISION OF HIGHWAYS MAY SUBSTITUTE  
FOR THE REQUIRED SIX YEARS OF WELDING EXPERIENCE.

SALARY: PAY GRADE 15H \$12.37 - \$22.49

DEADLINE: AUGUST 03, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
JAMES ROTEN  
WVDOH - DISTRICT THREE  
624 DEPOT STREET  
PARKERSBURG, WV 26101

PLEASE INCLUDE POSTING NUMBER DT1600338 ON APPLICATION

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HIGHWAY ENGINEER TRAINEE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT THREE  
DISTRICT 3 MAINTENANCE  
WOOD

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGTR - UNDER THE SUPERVISION OF HIGHWAYS ENGINEERS, WILL PARTICIPATE IN AN ON-THE-JOB TRAINING PROGRAM TO DEVELOP PROFICIENCY IN THE USE OF KNOWLEDGE, SKILLS, AND ABILITIES IN HIGHWAY/CIVIL ENGINEERING. ASSIGNMENTS ARE VARIED AND DESIGNED TO DEVELOP THE EMPLOYEE'S SKILLS IN THE CIVIL ENGINEERING FIELD FOR THE SOLUTION OF PRACTICAL PROBLEMS AND TO DEVELOP SOLUTIONS WHICH CONFORM TO DEPARTMENTAL POLICIES, RULES AND REGULATIONS AS WELL AS PROFESSIONAL STANDARDS. PERFORM RELATED WORK AS REQUIRED. THIS POSITION REQUIRES TRAVEL THEREFORE A VALID DRIVER'S LICENSE IS REQUIRED. PREFERENCE MAY BE GIVEN TO DOH SCHOLARSHIP GRADUATES.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE IN CIVIL ENGINEERING FROM A REGIONALLY ABET ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY. PREFERENCE IN MAKING APPOINTMENTS MAY BE SHOWN FOR INDIVIDUALS WITH TRAINING DIRECTLY RELATED TO THE TYPE OF POSITION TO BE FILLED. TRAINING AREAS INCLUDE CONSTRUCTION, MAINTENANCE, PLANNING, DESIGN, SOILS, STRUCTURES, AND TRAFFIC.  
SUBSTITUTION: A BACHELOR'S DEGREE IN CIVIL ENGINEERING TECHNOLOGY FROM A REGIONALLY ABET ACCREDITED FOUR YEAR COLLEGE OR UNIVERSITY OR A BACHELOR'S DEGREE IN CIVIL ENGINEERING FROM A NON-ABET ACCREDITED COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING IF THE APPLICANT HAS ALSO PASSED THE FUNDAMENTALS OF ENGINEERING EXAMINATION ADMINISTERED BY THE WEST VIRGINIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS, OR AN EQUIVALENT EXAMINATION ADMINISTERED BY ANOTHER STATE'S ENGINEER

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REGISTRATION ORGANIZATION.  
AT THE APPOINTING AGENCY'S DISCRETION, COMPETITIVE  
CANDIDATES MAY RECEIVE PROBATIONARY APPOINTMENT  
PENDING OFFICIAL VERIFICATION OF THE QUALIFYING  
DEGREE. THE QUALIFYING DEGREE MUST BE VERIFIED  
BEFORE THE EMPLOYEE MAY BE CERTIFIED AS PERMANENT.

SALARY: PAY GRADE 019 \$39,372.00 - \$72,840.00

DEADLINE: AUGUST 03, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
JAMES ROTEN  
WVDOH - DISTRICT THREE  
624 DEPOT STREET  
PARKERSBURG, WV 26101

PLEASE INCLUDE POSTING NUMBER DT1600368 ON APPLICATION

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TRANSPORTATION WORKER 3  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 5  
HAMPSHIRE COUNTY HEADQUARTERS  
HAMPSHIRE

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3CRCH - UNDER LIMITED SUPERVISION, LEADS AND PARTICIPATES IN A CREW PERFORMING MAINTENANCE AND REPAIR ON HIGHWAYS. ASSISTS IN THE SCHEDULING OF MAINTENANCE OR REPAIR PROJECTS, COORDINATES EQUIPMENT, AND DETERMINES MATERIALS NEEDED. ASSIGNS DUTIES TO CREW MEMBERS, AND LEADS CREWS IN COMPLETION OF PROJECTS. OVERSEES WORK PERFORMED BY THE CREW. KEEPS RECORDS OF MATERIALS, TIME, EQUIPMENT, AND ATTENDANCE. CHECKS COMPLAINTS ON ROADS AND INSPECTS HIGHWAYS TO DETERMINE NEEDED REPAIR WORK. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS CONDITIONS. PERFORMS RELATED WORK AS REQUIRED. CLASS A CDL REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE WORK OR METAL WORK OR IN BUILDING EQUIPMENT REPAIR INCLUDING WORK IN HEATING, VENTILATION AND COOLING; (OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION;  
(OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN CORE DRILLING, OIL OR GAS DRILLING OR SURFACE MINING REQUIRING THE OPERATION OF DRILLING EQUIPMENT OR AUGER;  
(OR) TWO YEARS AS A TRANSPORTATION WORKER II-BRIDGE MAINTANANCE WORKER.  
CREW CHIEF ONLY: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN HIGHWAY CONSTRUCTION OR HIGHWAY MAINTENANCE, OR BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.

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SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR, HIGHWAY MAINTENANCE, AND CORE DRILLING AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREA AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 12H \$11.41 - \$20.11

DEADLINE: AUGUST 03, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
J. LEE THORNE  
WVDOH - DISTRICT FIVE  
US 50 - PO BOX 99  
BURLINGTON, WV 26710

PLEASE INCLUDE POSTING NUMBER DT1600537 ON APPLICATION

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DT1600620  
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STOREKEEPER II  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT SIX  
HANCOCK COUNTY HEADQUARTERS  
HANCOCK

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: STKPR3-UNDER GENERAL SUPERVISION,  
PARTICIPATES IN THE ORDERING, RECEIVING,  
RECORDING, STORING AND SHIPPING OF MATERIALS.  
RECONCILES PHYSICAL AND DOCUMENTED INVENTORIES.  
MONITORS VOLUME OF SUPPLIES TO ENSURE ADEQUATE  
STOCK IS ON HAND. WILL BE RESPONSIBLE FOR THE USE  
AND RECONCILIATION PROCESS OF A STATE PURCHASING  
CARD. EXPEDITES THE PURCHASE OF EMERGENCY SUPPLIES  
AND EQUIPMENT. MAY TRAIN OR OVERSEE THE WORK OF  
LOWER CLASSIFICATION. PERFORMS OTHER RELATED  
DUTIES AS REQUIRED. A VALID DRIVER'S LICENSE IS  
REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL  
OR THE EQUIVALENT.  
EXPERIENCE: THREE YEARS OF FULL-TIME OR  
EQUIVALENT PART-TIME PAID EXPERIENCE AS A STOCK  
CLERK, OR IN A CLERICAL CAPACITY IN CONNECTION  
WITH LARGE-SCALE WAREHOUSE OPERATIONS, OR IN  
HANDLING MATERIALS.

SALARY: PAY GRADE 005 \$18,552.00 - \$34,332.00

DEADLINE: AUGUST 03, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
GHASSAN SUWAID  
WVDOH - DISTRICT SIX  
1 DOT DRIVE  
MOUNDSVILLE, WV 26041

PLEASE INCLUDE POSTING NUMBER DT1600620 ON APPLICATION

DATE: JULY 25, 2016

DT1600624

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OCCUPATIONAL SAFETY SPECIALIST 2  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT SIX  
DISTRICT 6 HEADQUARTERS  
MARSHALL

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: OCCSSP2-UNDER LIMITED SUPERVISION, ADMINISTERS A DISTRICT OCCUPATIONAL SAFETY PROGRAM TO ENSURE COMPLIANCE WITH FEDERAL AND STATE WORKPLACE SAFETY REQUIREMENTS. ENSURES HAZARDOUS WASTES ARE DISPOSED OF IN ACCORDANCE WITH APPLICABLE REGULATIONS. PREPARES REPORTS AND KEEPS RECORDS OF ALL INVESTIGATIONS AND INSPECTIONS. DEVELOPS AND CONDUCTS EMPLOYEE SAFETY TRAINING PROGRAMS, CONDUCTS MONTHLY SAFETY MEETINGS WITH EMPLOYEES. PERFORMS FIELD REVIEWS OF EMPLOYEE WORK PRACTICES, EVALUATES WORK SITES FOR HAZARDOUS CONDITIONS. PERFORMS RELATED WORK AS REQUIRED. TRAVEL MAYBE REQUIRED, THEREFORE, A VALID DRIVER'S LICENSE IS REQUIRED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH A DEGREE IN SAFETY OR INDUSTRIAL HYGIENE.  
SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW MAY SUBSTITUTE FOR THE REQUIRED TRAINING ON A YEAR FOR YEAR BASIS.  
EXPERIENCE: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN OCCUPATIONAL SAFETY, INDUSTRIAL HYGIENE OR INDUSTRIAL MAINTENANCE.  
SUBSTITUTION: A MASTERS DEGREE IN SAFETY OR INDUSTRIAL HYGIENE MAY SUBSTITUTE FOR THE REQUIRED TRAINING AND TWO YEARS OF THE REQUIRED EXPERIENCE.  
SPECIAL REQUIREMENT: A VALID WEST VIRGINIA MOTOR VEHICLE OPERATOR'S LICENSE IS REQUIRED.

SALARY: PAY GRADE 014 \$29,400.00 - \$54,396.00

DEADLINE: AUGUST 03, 2016

DATE: JULY 25, 2016  
DT1600624  
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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:  
GHASSAN SUWAID  
WVDOH - DISTRICT SIX  
1 DOT DRIVE  
MOUNDSVILLE, WV 26041

PLEASE INCLUDE POSTING NUMBER DT1600624 ON APPLICATION

DATE: JULY 25, 2016

DT1600954

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TRANSPORTATION WORKER 3

CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 9  
FAYETTE COUNTY HEADQUARTERS  
FAYETTE

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3MECH - UNDER LIMITED SUPERVISION, PERFORMS MAJOR OVERHAUL OF GASOLINE AND DIESEL POWERED AUTOMOTIVE AND HIGHWAY MAINTENANCE EQUIPMENT. WILL DIAGNOSE MECHANICAL PROBLEMS AND DETERMINE APPROPRIATE PROCEDURES FOR REPAIR, CHANGE AND REPAIR TIRES ON VEHICLES AND HEAVY EQUIPMENT, AND PERFORM PREVENTIVE MAINTENANCE INSPECTIONS ON EQUIPMENT. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. A COMMERCIAL DRIVER'S LICENSE (CDL) WILL BE REQUIRED WITHIN SIX MONTHS AFTER EMPLOYMENT. PREFERENCE MAY BE SHOWN TO APPLICANTS CURRENTLY POSSESSING A CDL. PERFORMS RELATED DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE WORK OR METAL WORK OR IN BUILDING EQUIPMENT REPAIR INCLUDING WORK IN HEATING, VENTILATION AND COOLING; (OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION;  
(OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN CORE DRILLING, OIL OR GAS DRILLING OR SURFACE MINING REQUIRING THE OPERATION OF DRILLING EQUIPMENT OR AUGER;  
(OR) TWO YEARS AS A TRANSPORTATION WORKER II-BRIDGE MAINTANANCE WORKER.  
CREW CHIEF ONLY: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN HIGHWAY CONSTRUCTION OR HIGHWAY MAINTENANCE, OR BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.

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SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR, HIGHWAY MAINTENANCE, AND CORE DRILLING AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREA AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 12H \$11.41 - \$20.11

DEADLINE: AUGUST 03, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
STEVEN B. COLE  
WVDOH - DISTRICT NINE  
146 STONEHOUSE ROAD  
LEWISBURG, WV 24901

PLEASE INCLUDE POSTING NUMBER DT1600954 ON APPLICATION

DATE: JULY 25, 2016  
DT1701000  
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TRANSPORTATION ENGINEERING TECHNICIAN-ASSOCIATE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 10  
DISTRICT 10 MAINTENANCE  
MERCER

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRETAS - UNDER DIRECT SUPERVISION OF THE DISTRICT  
TEN ENVIRONMENTAL COORDINATOR AND DISTRICT  
MAINTENANCE ENGINEER, THIS EMPLOYEE WILL PERFORM  
ALL WORK RELATED TO NPDES PERMITS FOR DISCHARGES  
FROM DOH FACILITIES INCLUDING BUT NOT LIMITED TO:  
FACILITY REGISTRATIONS, WRITING STORM WATER  
POLLUTION PREVENTION AND GROUNDWATER PREVENTION  
PLANS; COLLECTING STORM WATER, CAR WASH AND SEWAGE  
DISCHARGES; PROPER RECORD KEEPING SUCH AS CHAIN OF  
CUSTODY AND DISCHARGE MONITORING REPORTS. WILL  
INSPECT MAINTENANCE FACILITIES QUARTERLY AND  
DOCUMENT FINDINGS AND MAKE RECOMMENDATIONS FOR  
IMPROVEMENT AND ASSIST FACILITY PERSONNEL TO  
MAINTAIN PERMIT COMPLIANCE. EMPLOYEE WILL ALSO  
SERVE AS A DISTRICT FUEL TANK COORDINATOR. PERFORM  
OTHER DUTIES AS REQUIRED.

REQUIREMENTS: CERTIFICATION AS A TRANSPORTATION ENGINEERING  
TECHNICIAN-ASSOCIATE BY THE WEST VIRGINIA  
TRANSPORTATION ENGINEERING TECHNICIAN  
CERTIFICATION BOARD AT BRIDGEVALLEY COMMUNITY  
AND TECHNICAL COLLEGE.  
SPECIAL REQUIREMENT: POSSESSION OF A VALID  
DRIVER'S LICENSE.  
SUBSTITUTION (NEW HIRES ONLY): TWELVE HOURS OF  
STUDY IN ENGINEERING TECHNOLOGY FROM A  
REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY,  
PLUS TWO YEARS OF PAID EXPERIENCE IN A TECHNICAL  
CAPACITY IN A CIVIL ENGINEERING ENVIRONMENT MAY  
BE SUBSTITUTED FOR THE CERTIFICATION.  
OR  
AN ASSOCIATE OR DEGREE IN CIVIL ENGINEERING  
TECHNOLOGY FROM A REGIONALLY ACCREDITED  
COLLEGE OR UNIVERSITY.

DATE: JULY 25, 2016  
DT1701000  
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SALARY: PAY GRADE 011 \$24,912.00 - \$46,092.00

DEADLINE: AUGUST 03, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
TOM CAMDEN  
WVDOH - DISTRICT TEN  
270 HARDWOOD LANE  
PRINCETON, WV 24740

PLEASE INCLUDE POSTING NUMBER DT1701000 ON APPLICATION